DOCUMENT RESUME

ED 250 539 CE 040 081

AUTHOR	Joynes, Margot
TITLE	Manatee County Displaced Homemakers Program. Final Report from July 1, 1983 to August 31, 1984.
INSTITUTION	Manatee Area Vocational and Technical Center, Bradenton, FL.
SPONS AGENCY	Florida State Dept. of Education, Tallahassee. Div. of Vocational Education.
PUB DATE	31 Aug 84
NOTE	75p.
PUB TYPE	Reports - Descriptive (141)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Adult Education; Career Counseling; Career Education; *Career Guidance; *Displaced Homemakers; *Employment Potential; Females; Financial Support; Followup Studies; *Job Search Methods; *Job Skills; Job Training; Males; Needs Assessment; *Nontraditional Occupations; Occupational Information; Publicity; Recruitment; Referral; Sex Fairness; Student Financial Aid; Workshops

ABSTRACT

In the Displaced Homemaker project at the New Options Center in Manatee County, Bradenton, Florida, clients were displaced homemakers, single household heads needing training, homemakers seeking full-time employment, and anyone interested in jobs or training nontraditional to his/her sex. Various outreach methods--public service announcements, brochures, personal appearances--were tested. Through personal interviews the client's needs were identified and recorded on an Intake Questionnaire and/or daily contact log. All clients received information and referral services. Efforts were made to stabilize those clients in crisis using other applicable community support services. Career guidance, job search techniques, and employability skills training were offered through workshops and individual counseling to clients seeking immediate employment. After initial occupational counseling, clients with financial support were introduced to vocational training opportunities and referred to the appropriate vocational counselor. Most clients initially took entry-level employment with low wages. Some took specific vocational training with staff assistance in locating financial aid. Findings were that former clients returned as needs changed, all clients came with the same basic needs, and client need for short-term vocational training is still unmet. (Appendixes include articles, brochures, sample forms, workshop materials, and statistical data.) (YLB)

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ED250539

Final Report

Project No. DVE 1514-4-3N31
DVE 1514-4-3N32

From July 1, 1983 To August 31, 1984

Manatee County
Displaced Homemakers Program

New Options Center
Manatee Area Vocational and Technical Center
5603 34th Street, West
Bradenton, Florida 33507

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Margot Joynes
Coordinator

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CE040081

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ABSTRACT

This was a continuation of an existing project serving displaced homemakers, single heads of household needing training, homemakers who desire full time employment and anyone interested in training and employment not traditional to his/her sex in Manatee County, Bradenton, Florida. This program was again located on the area vocational school campus.

Various outreach means were tested to reach clients in need of services. The staff provided information and referral services to all clients. In addition, efforts were made to stabilize those clients in crisis using other applicable community support services.

Career guidance, job search techniques and employability skills training were offered through workshops and individual counseling to clients seeking immediate employment.

Initial occupational counseling was provided and those who could meet their financial needs were introduced to vocational training opportunities and referred to the appropriate vocational counselor.

All clients were offered encouragement, support and follow-up.

Most of the clients initially had to take entry level employment with low wages. Some were able to take specific vocational training with staff assistance in locating financial aid.

We found that:

1. Former clients are returning for services as their needs and circumstances have changed.
2. Clients come to the program with the same basic needs which include information specific to their situation, career planning, basic employability skills and continuing support and encouragement to increase self-esteem.
3. A client need which continues to be unmet is short-term vocational training specifically geared to local job market needs.
4. More clients with greater financial burdens are coming with the need for current marketable skills.
5. The additional HRS money increased program visibility within the community resulting in program growth.
6. As the statistical records indicate, the program saw a nearly equal number of Florida Department of Health and Rehabilitative Services eligible clients 35 years and older and clients served under vocational education categories. Therefore, it is critical to have multiple funding in order to be able to serve all clients.
7. The current program is serving clients who are preparing for employment and seeking training in order not to become displaced homemakers. It is also serving homemakers who feel they must go to work outside the home in order to maintain a reasonable standard of living.

INTRODUCTION

The Displaced Homemaker project at the New Options Center continued in the school year 1984-84 at offices within the Manatee Area vocational school facilities. The program again served clients who were displaced homemakers of any age, single household heads who might need help in adequate job skills, homemakers seeking full-time employment and men or women interested in jobs and/or training non-traditional to their sex.

The program identified client needs and provided occupational, educational and community information as well as referrals to training, employment, and appropriate support services. The New Options Center staff also provided continuous encouragement and reinforcement of self-esteem to help clients achieve their goals.

The New Options Center staff and the advisory committee worked to increase community awareness and support of client needs. The Altrusa Club of Bradenton also provided service to staff and clients. (pp 8-11)

The objectives of this Displaced Homemaker project are:

1. Identify and categorize the types of services needed by the individual displaced homemakers and other clients servied in Manatee County regardless of the equity factor.
2. Determine community and school services which are available for this population.
3. Develop and expand informational and referral systems needed by this clientele.
4. Identify all appropriate available counseling services and refer clients to these services.
5. Make referrals to traditional and non-traditional training programs as well as provide information on employment and/or other educational opportunities as identified by the needs of each client.
6. Identify and develop local job resources.
7. Act as a liasion for the displaced homemaker and the service being rendered.
8. Establish and build a working relationship with community agencies, potential employers and resource organizations.
9. Seek additional avenues for making the displaced homemaker and other clients aware of the program services and encourage their participation.
10. Work with the advisory committee to enhance their resource potential.

METHODS

I. Securing Clients:
   A. Potential clients were sought through public service announcements on the radio and television, flyers, classified announcements in the local shopping guide and free advertisements in a local weekly publication. Area daily newspapers were contacted with news of events. (Samples in Appendix - pp 12-31)
   B. New brochures were widely distributed among community agencies and businesses and also at various public facilities. (Samples in Appendix - pp 32-33)
   C. The program was represented at the local shopping mall's Public Service Fair, Manatee County Council of Arts' Street Fair and a women's career day event. (pp 34-35)
   D. Personal contact was made through speeches in local organizations to promote awareness of the program services. (p 36)
   E. The New Options Center staff made personal contacts with agencies serving possible clientele.
   F. The New Options Center held two Open Houses in December 1983 and May 1984. (p 37)
   G. Previous clients were urged to inform their acquaintances about the program and to refer possible clients.

II. Identification of Needs:
   A. Through personal interviews, the client's needs were identified and recorded on an Intake Questionnaire and/or daily contact log. (See samples - pp 38-40)
   B. The client needs were further refined into these areas:
      1. Job Knowledge and Employability Skills
      2. Training and/or Education
      3. Support Services and Social Services
      4. Financial Aid, Grants and Scholarships
      5. Legal and Medical
      6. Self-knowledge

III. Meeting Needs:
   A. Financial Assistance: One of the first steps in working with clients was to discover to what extent and for how long they could maintain their present status.
      1. Crisis situations called for referrals to various community agencies and/or groups who could respond immediately.
      2. Those clients with critical needs such as housing, food stamps, child care and budgeting were referred to appropriate agencies.
      3. The Manatee A. A. U. W. special fund assisted a client towards rehabilitation and the Bradenton Junior Women's Club educational fund aided three clients for training grants. (pp 41-42)

4. Altrusa and P. E. O. sponsored New Options clients for training grants. (pp 41-42)

B. Supportive Services: In order to function more effectively and become a positive person, referrals were made to:
   1. Legal Aid
   2. Mental Health
   3. Health Clinics
   4. Manatee Junior College
   5. Individual support groups such as Parents Without Partners

   The New Options staff supported a night group for the divorced and separated persons.

C. Immediate Employment: Generally speaking, this need fell into two (2) classifications:
   1. Limited job skills identified and a general idea of the job seeking process.
      (a) After consultation these people were referred to Job Service of Florida.
      (b) Some of these clients were referred to local employers with whom the Center has developed a cooperative relationship.
   2. No knowledge of jot skills and job seeking techniques:
      (a) These clients were referred to the four week Life/Work Planning and Employability Skills Workshop and Job Shop. The workshop offered in a small group setting the opportunity to do personal assessment, skills assessment, explore training options with a tour of Manatee Area Vocational Technical Center, do career planning, and learn employability skills. (pp 43-46)
      (b) Workshop participants moved into Job Shop, a follow-up program where they researched employment opportunities in local businesses and conducted informational interviews and practical job search techniques. (p 47)
      (c) Clients not able to attend the workshop were given individual counseling in the job search process. Help was given in resume' writing, interviewing techniques and an introduction to the process of upgrading their skills as they progress in the job.
      (d) All clients were referred to appropriate job opportunities.

D. Testing and Training: Some clients have resources to sustain themselves and family for a limited training time. These clients can fit into these general categories -- those who wish to upgrade their skills and those who want to redirect their careers.

1. Those redirecting their careers were encouraged to take an aptitude test, the GATB, and skills assessment, the TABE.
2. After testing, these clients were referred to the appropriate vocational counselor.
3. If educational financial aid was needed, then the school financial aid counselor and New Options staff researched possible training funds and helped with applications.
4. Some clients, already in training programs, were referred directly to New Options Center for support services.
5. Clients without a high school diploma were encouraged to complete the GED.

IV. Follow-up:
   A. All clients used the New Options Center as a source of encouragement, support and feed-back regarding their efforts.
   B. Each client was contacted at some time to ascertain progress.
   C. Workshop participants completed two evaluations at the end of workshop and were encouraged to make individual counseling appointments as the need arose. (pp 48-50)
   D. Workshop participants were encouraged to attend further Center functions and urged to continue periodic group meetings or activities.

V. Record Keeping:
   A. All clients were entered on a daily contact log.
   B. Folders contain a form showing services received and referrals. (p 51)
   C. Follow-up sheets were maintained in client folders (p 52)

RESULTS AND FINDINGS

1. It has been observed that former clients are returning as their needs have changed because of their long-term adjustment period. They perceive the program giving them continuity in their life.
2. All clients come to the program with the same basic needs: information specific to their problems; career planning and basic employability skills; a need for increased self-esteem as well as continuing support.
3. A client need still unmet, is short-term vocational training sessions.
4. It has been observed that clients attending workshop are more successful in job search techniques, career planning, and securing employment than those seen in individual counseling sessions only.
5. In spite of ongoing outreach and publicity, clients do not appear to be aware of New Options Center's services until they have a real need for the services.
6. Former clients are the ideal referral source.
7. It is essential, looking at the large number served who do not meet HRS eligibility in this community, to have multiple funding.

CONCLUSIONS AND RECOMMENDATIONS

Conclusions:

1. Vocational education funding made services available to those clients not fitting the HRS guidelines. This group was approximately the same number as the group served by HRS funds. (pp 53-57)
2. Wise utilization of multiple funding has allowed expansion of service and increased program visibility in the community. (pp 58-60)
3. Due to maintaining an open line of communication with local employers, clients have benefitted through obtaining informational interviews and jobs. Employers will call New Options first about job openings because they have been favorablly impressed by workshop participants.

Recommendations:

1. Additional funds are necessary to expand the services for clients.
2. Because of the increasing numbers of homemakers entering the work force services to facilitate this movement from home to paid employment will be more important.
3. Due to technological advances, there will be an increased demand for services to help current workers upgrade their skills.
4. It is vitally important to reach single heads of household, now 14% of the population, so they may get adequate training or they will continue the trend toward women in poverty.
5. There is a real need to help homemakers take preventative measures towards preparing themselves to become economically self-sufficient.
6. These services should be made an integral part of adult and vocational education.
7. Because of the number of client contacts during July and August, it is clear this program needs to be funded on a 12 month basis. (p 61)

Herald-Tribune/Mike Diemer

Altusa members, standing, from left, Marge Graves, Barbara Huffman, seated, Jane Kitching and Cindy Brand.

Altrusa Club Helps Others Explore Jobs

By BUBBLES GREER
Herald-Tribune Correspondent

The Altrusa Club of Bradenton Inc., has chosen the Manatee County Vocational Migrant/New Options and Move programs as its focus for community service in the coming year.

An international service organization, Altrusa membership is comprised of professional and businesswomen in many and varied fields of endeavor. Within the Bradenton chapter, founded only in January of this year, can be found banking officials, administrators in several fields, building contractors, homemakers, and shop-owners, to name but a few.

Drawing on the expertise of its members, the club plans to develop a tape library on such subjects as interviewing, motivation and leadership. Members will assist with on-site role playing and coordinate job sites for trainees within their own organizations, to put prospective employees at ease and aid them in making the best possible impression. They will also sponsor career-shadow days when persons interested in a particular profession may go through a typical workday with someone actively involved in a given field.

Looking to the future, the local group plans a Women's Career Fashion Show in March. They will also be offering Grant-in-Aid scholarships and the Founders Fund Vocational Aid Projects through Altrusa International.

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Community Events

ALTRUSA CLUB CHOOSES PROGRAMS FOR COMMUNITY SERVICE

Altrusa Club of Bradenton, Inc. has chosen the Manatee County Vocational Migrant/-New Options and Move programs as its area for community service in the coming year. This includes the displaced homemaker as well as the adult migrant in education. The service project will begin with a Kick-Off Coffee, Thursday, Sept. 22, at the Manatee Area Vocational and Technical Center from 8:30 a.m. to 10:00.

This Kick-Off Coffee will provide the opportunity for Altrusa members to meet the students and for the students themselves to receive an insight into this year's project. The program will begin with a brief history of Altrusa, an international service organization. The current project includes Altrusa members assisting the New Option/Migrant woman with a support system of personal contact, sharing of skills, ideas and advice, and at the Kick-Off Coffee advocacy volunteers will match an Altrusan with a student in this program. The importance of the job interview will be presented, and the first tape of the proposed tape library will be played. This tape library eventually will include topics such as interviewing, motivation, leadership, self-concept, appropriate career dress, etc., and will be made available to the public also.

For further information on Altrusa Club of Bradenton, contact President Marjorie Graves at 746-0894 or 748-3744.

THURS., SEPT. 22

• The Altrusa Club of Bradenton Project, of assisting the New Option/Migrant women with a support system of personal contact, sharing of skills, ideas and advice, will begin at the kick-off coffee, Thurs., Sept. 22 at the Manatee Area Vocational and Technical Center from 8:30 a.m.-10:00. For further information on Altrusa Club of Bradenton, contact Marjorie Graves at 746-0894 or 748-3744.

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Judy Bayer

Setting up the career topic tape library: Selma Sanford, Sheila Leach, Jane Havérkos, Marjorie Graves

Altrusa Club assembles career tape library

The Altrusa Club of Bradenton Inc. is developing a library of tapes on career topics which will be available to the public.

Tape topics will include interviewing, motivation, leadership, and self concept. In addition to the tapes, Altrusa members will give and participate in on-site interview role playing, sponsor and coordinate job sites for trainees within their own organizations and businesses and sponsor "Career Shadow Days," where advisory volunteers will be matched for support and encouragement of the trainee.

The career grooming effort will be aimed at participants in the Manatee County Vocational Education Migrant, New Options and Move programs. The tape library will also be available to the general public. The place where the tapes will be located and the times they will be available will be announced at a later date.

Altrusa also plans a women's career fashion show in March and disbursement of scholarships through the Grants-in Aid and the Founders Fund Vocational Aid Projects of Altrusa International.

Altrusa is an international service organization comprised of professional and executive women dedicated to the improvement of the world and its citizens, to extend the field of friendship among professional women and to aid youths in need of career and life counseling.

The Bradenton chapter members include administrators, accountants, auditors, advertising specialists, banking officials, building contractors, counselors, executives, directors, hospital administrators, insurance executives, marketing specialists, nursing service owner/administrators, retail and specialty shop owners, restaurant owners, sales managers and homemakers.

For information on the Bradenton Altrusa Club, call Marjorie Graves, club president, at at 746-0894 or 748-3744.

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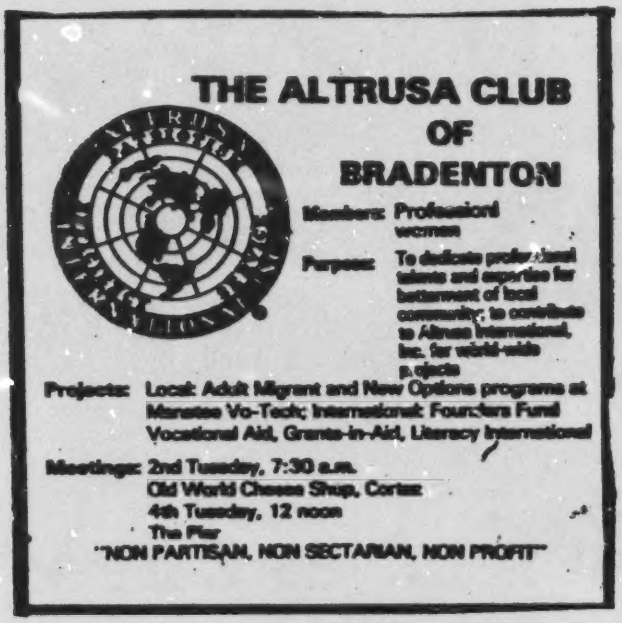
THE ALTRUSA CLUB
OF
BRADENTON
Members: Professional women
Purpose: To dedicate professional talents and expertise for betterment of local community; to contribute to Altrusa International, Inc. for world-wide projects
Projects: Local: Adult Migrant and New Options programs at Manatee Vo-Tech; International: Founders Fund Vocational Aid, Grants-in-Aid, Literacy International
Meetings: 2nd Tuesday, 7:30 a.m.
Old World Cheese Shop, Cortez
4th Tuesday, 12 noon
The Pier
"NON PARTISAN, NON SECTARIAN, NON PROFIT"

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NEWSrelease

for immediate publication

August 15, 1983

NEW OPTIONS CENTER

MANATEE AREA VOTEC
5603 34th Street, West
Bradenton, FL 33507
(813) 753-1174/755-2641 Ext 233

URGENT

NEW OPTIONS CENTER announces that a free workshop on "Business Dress and Grooming" will be offered on August 30 from 8:30 a.m. to 4:00 p.m. in the Leatherman Auditorium at Manatee Area Vo-Tech Center, 5603 34th St. West. Bradenton. It is free and open the the public. Pre-registration is required by calling 753-1174 or 755-2641 ext 233.

The workshop will feature hair care, presented by JOSEF ARDUINI of Josef's Coiffures, Bradenton, and ZITA CONIGLIO of Hair Dimensions, Bradenton, with emphasis on styles for the woman over 35. Donna Matthews and the Mary Kay consultants from Bradenton and Sarasota will talk about skin care and cosmetic grooming for the business woman.

Afternoon lessons will be taught by WINN BURJA from Katy's Kloset in Sarasota, who will demonstrate the flexibility of a business wardrobe, KATHY BITHER from Total Image in Sarasota will show the effect of color on skin and hair tones, and GERRY TAUSCH will talk about the motivational tools to make the workshop most beneficial for residents who attend.

New Options Center assists people who have been widowed, divorced, or separated to re-enter the work force.

-30-

FREE

"Business Dress and Grooming" Workshop

Hair Care: 9-10:30

Zita Coniglio of Hair Dimensions

Josef Arduini of Josef's Coiffures

Skin Care and Make-up: 10:45-12:

Donna Matthews of Mary Kay Cosmetics

Business Wardrobe and Fashions:

Winn Burja of Katy's Kloset 1-2

Color Me Beautiful: 2-2:45

Kathy Bither of Total Image

A Woman's Potential: 3:00-4:

Gerry Tausch, Celebrity Image Consulta

Sponsored By: "New Options Center"

Aug. 30, 1983 8:30 a.m. - 4:00 p.m.

Manatee Area Vo-Tech 34th St. W.

Pre-registration Required: 753-1174
755-2641 ext. 23

Limited to 150

Bradenton, Florida •
Shopping Guide
P.O. BOX 811, 33506

MAY 3, 1984

•Female Breadwinners are increasing 10 times faster than two-adult households. Contact New Options Center, 753-1174. Brought to you as a public service of Bradenton Shopping Guide.

• 748-4343 • APRIL 26, 1984 • VOL. 31-6

•Free "Life/Career Planning and Employability Skills" Workshop for homemakers, May 7-24, 9am-3pm, Manatee Vo-Tech. Registration required, call 753-1174.

•Female Breadwinners are increasing 10 times faster than two-adult households. Contact New Options Center, 753-1174. Brought to you as a public service of Bradenton Shopping Guide.

BRADENTON SHOPPING GUIDE

FREE TWO WEEK EMPLOYABILITY SKILLS & LIFE CAREER PLANNING WORKSHOP FOR WOMEN. is Offered at Manatee Area Vo-Tec beginning Feb. 13th, 84 at 8:30 a.m. Call New Options Center for registration. 753-1174 or 755-2841 ext. 233

FEBRUARY 9, 1984

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Monday, April 23, 1984

MANATEEAN

Manatee's *County-Wide* Weekly Newspaper

VOL. VIII, No. 43

New Options Center Begins Career/Employability Workshop

New Options Center announces that a three-week workshop on "Life/Career Planning and Employability Skills" will be offered May 7 to 10, 14 to 17 and 21 to 24 from 9 a.m. to 3 p.m. at the Manatee Area Vo-Tech Center. The topics to be covered include resume writing, interviewing skills, applications, stress, values clarification, goal setting and decision making. Job placement assistance is provided after the workshop through the "Job Shop" follow-up program. The workshop, which is free and open to homemakers, is limited to 12 participants. Registration is required before the workshop. For more information or to register, phone 753-1174 or 755-2641, ext 233.

New Options Center assists people who are heads of households due to being divorced, widowed, separated or living with a disabled spouse.

Community Events

Legal Workshop Set

The New Options Center will feature a legal workshop 10 a.m. to noon Saturday at the Manatee Area Vocational Technical Center, 5603 34th St. W., Bradenton.

Topics to be covered include "When do you need a lawyer," "How do you choose a lawyer," and "What can be expected in a lawyer-client relationship."

The workshop is free and open to the public.

Monday, January 30, 1984

MANATEEJAN

Manatee's *County-Wide* Weekly Newspaper

VOL. VIII, No. 31

New Options Center Offers Legal Workshop

The New Options Center at Manatee Area Vo-Tech will offer a Legal Workshop, free and open to the public, at 10 a.m. on Saturday, February 4. Local attorneys will participate in the workshop, addressing such topics as "When do you need a lawyer," "How do you choose a lawyer" and "What can be expected in a lawyer/client relationship.

The New Options Center provides free support services to those members of our community who have widowed, divorced, separated or are living with a disabled spouse. For further information, call 753-1174 or 755-2641, extension 233.

Area happenings

New Options Center gives workshop

The New Options Center will have a workshop on "Coping Strategies for the Woman Alone" 1-4 p.m. Tuesday at the Manatee Area Vocational Technical Center. Clinical psychologist, Dr. Robert Greene, will focus on how to meet the needs resulting from being left alone. Marc Dillworth, a family therapist, will address the topic of building support systems. The workshop is free; registration is required. For information, call 753-1174 or 755-2641, ext. 233.

New Options Center Workshop

The New Options Center announces that a workshop on "Coping Strategies for the Woman Alone" will be offered on September 27 from 1 to 4 p.m. at the Manatee Area Vocational Technical Center. Clinical psychologist Dr. Robert Greene will focus on how to meet the needs resulting from being left alone. Marc Dillworth, a family therapist, will address the topic of building support systems.

The workshop is free and open to the public; however, pre-registration is required. For more information or to register, call 753-1174 or 755-2641, extension 233.

The New Options Center provides free supportive services to those members of our community who have been widowed, divorced, separated or are living with a disabled spouse.

New Options Center Offers Employability Workshop

The New Options Center announces that a two-week workshop on "Life/Career Planning and Employability Skills" will be offered at Manatee Area Vo-Tech Center. This workshop will be held during the weeks of November 7 through 10 and 14 through 17, Mondays through Thursdays, from 9 a.m. to 3 p.m. amd on Fridays, November 11 and 18, from 9 a.m. to noon.

Topics to be covered include resume writing, interviewing skills, applications, job placement assistance, stress, values clarification, goal setting and decision making.

The workshop is open to those who are heads of households due to being divorced, widowed, separated or living with a disabled spouse. It is free and limited to 12 participants.

Registration is required before the workshop. For further information or to register, telephone New Options Center at 753-1174 ot 755-2641, extension 233.

Florida West®

Sarasota Herald-Tribune

Section C

Manatee

Monday, October 10, 1983

Seminars Give Economical Suggestions On How To Shop And Cook For One

New Options Center will conduct a series of free seminars on "Economical Food Purchasing and Meal Preparation for the Single Person" on four Monday nights beginning Oct. 10 from 6:30 to 9 p.m. at the Manatee Area Vocational-Tech Center, 5603 34th St. W., Bradenton.

Registration is required before the seminar to instruct participants about necessary items or utensils to bring. For more information or to register, phone 792-1174 or 755-2641, ext. 233.

The seminars will be conducted by food preparation experts and chefs from the area and will allow workshop participants to prepare and taste economical recipes using beef, poultry, seafood and eggs.

The New Options Center assists individuals who have been widowed, divorced, separated or are living with a disabled spouse.

Area happenings

Career planning workshop offered

New Options Center announces that a two-week workshop on "Life/Career Planning and Employability Skills" will be offered 9 a.m.-3 p.m. Jan. 9-13 and Jan. 16-20 at Manatee Area Vocation-Technical Center. Topics to be covered include resume writing, interviewing skills, applications, job placement assistance, stress, values clarification, goal setting and decision making. The free workshop, open to the public, is limited to 12 participants. Registration is required. For information or to register call 753-1174 or 755-2641, ext. 233.

New Options Center assists people who are heads of households due to being divorced, widowed, separated or living with a disabled spouse.

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Sarasota Herald-Tribune

Business Briefs

Career Workshop Scheduled

A two-week workshop on "Life-Career Planning and Employability Skills" will be offered by the New Options Center at Manatee Area Vocational-Technical Center. The workshop will be held from 9 a.m. to 3 p.m. Jan. 9 to Jan. 13 and Jan. 16 to Jan. 20.

Topics to be covered include resume writing, interviewing skills, applications, job placement assistance, stress, goal setting and decision making. The workshop, which is free and open to the public, is limited to 12 participants. Registration is required prior to the workshop. Registration and further information may be obtained by calling 753-1170 or 755-2641, extension 233. New Options Center assists people who are heads of households due to being divorced, widowed, separated or living with a disabled spouse.

Coping Strategies

The New Options Center announces a workshop on "Coping Strategies For The Woman Alone" will be offered Tuesday from 1 to 4 p.m. at the Manatee Area Vo-Tech Center.

Clinical psychologist DR. ROBERT GREENE, will focus on how to meet the needs resulting from being left alone. MARC DILLWORTH, family therapist, will address the topic of building support systems.

The workshop is free and open to the public. Registration is required by calling 753-1174 or 755-2641, ext. 233.

Area happenings

Car care course offered Saturday

New Options Center announces a "Car and Care Maintenance" workshop to be offered at 9 a.m. Saturday at Cox Chevrolet Inc., 2900 Cortez Road W., Bradenton. The workshop is free and limited to participants who register by calling 753-1174 or 755-2641, ext. 233.

Sarasota Herald-Tribune Wed., Sept. 21, 1983—3-B M

Single Women Find 'New Options' To Make Ends Meet

By JULIE ROSS
Herald-Tribune Reporter

A recently divorced woman of 25 was receiving "Aid to Families with Dependent Children" for her 9-month-old child, but she wanted to be self-supporting. She had received some child support from her ex-husband, but the money stopped after two months. The woman, who had married young and gone to college intermittently, had never worked outside the home.

She had been ill and in the hospital when the Manatee County Mental Health Center referred her to New Options, a program that assists single heads of households who need job training.

Through counseling at New Options, the woman was able to evaluate her strong points, write a resume and learn interviewing skills. As a result of this intensive training in job-related activities, she successfully applied for and was given a job as a teaching assistant in the county school system.

Today, she feels good about her ability to support herself and her child.

This success story is one of several that has come out of the New Options center, a program that offers assistance to women who find themselves forced, through divorce or a husband's death or disability, to become the breadwinner of the family.

The program, which is located at the Manatee Area Vocational-Technical Center, is funded jointly by a grant from the Florida Division of Vocational Education and a grant from Health and Rehabilitative Services. The administration is by the School Board of Manatee County.

According to coordinator Margot Joynes, New Options may be the only HRS-funded program for displaced homemakers in the state that is housed in a vocational center.

"We think this is an ideal location," says Ms. Joynes. "The adult education program is here and it is a post-secondary institution generally."

New Options basically deals with four groups of women, explains Ms. Joynes. They are: displaced homemakers; single heads of households who need additional training to enter the job market; women who have been homemakers and worked part-time, but now need full-time employment; those who wish to obtain non-traditional jobs.

Ms. Joynes says services offered by New Options are available to any person who qualifies, but it would be rare to find a man in one of the above categories. And while there are many young women who qualify as single heads of households who need additional training, most displaced homemakers are older than 40.

In order to counsel its clients better, New Options occupational specialist Diane Vickers surveyed the business community earlier this year to find out the job requirements of local employers.

Ms. Vickers visited about 150 businesses and found that, for the most part, local employers are enthusiastic about hiring older women.

"A large percentage of our employees are female, many of whom joined us over the age of 35," responded Donna Stegner, personnel director of Bausch & Lomb, to the New Options survey. "Generally, whether experienced or entering the job market for the first time, we find these women are sincerely committed to doing a good job."

Ms. Joynes says employers realize that older women who must find work are highly motivated and eager to do a good job. Studies have found that older female workers also are more productive and have lower absenteeism rates.

Some of the services New Options offers to help women enter the job market include individual and job counseling; information and referral to community agencies and businesses; monthly seminars for professional and personal growth; values clarification; goal setting and life planning; job-interview techniques and resume writing; financial management; job-placement assistance and follow-up. There is no charge for these services.

Ms. Joynes says she realizes that New Options cannot help everyone. "It's sad when a woman calls or comes in and says she needs $200 to pay her rent or she'll be evicted. I have to tell that woman that I can't help her, nor can any agency in this county.

"And, even if I could give her $200, what about next month? Where will the money come from then? These are the sad cases."

But, for the women able to find employment, their cases end on a happy note. One New Options client was 62 when she realized she would have to find employment.

The woman had been divorced about six years ago after many years as a homemaker. She began to see the cost of living go up while her support payments remained the same. In addition, she had to think about her future if her ex-husband should retire or die.

She then came to New Options and participated in life planning and employability skills workshops. From what she learned in the workshops, she was able to prepare and type up a cover letter and resume to present to employers.

After learning about proper dress and interview skills, she was successful in her employment search and now works as a salesperson in a large department store.

Ms. Vickers says, "This woman is so happy and she really loves her job. This is the first time in her life she has been successful as a direct result of her own efforts, and she is determined to do her best."

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"Women And Credit" Subject Of Seminar

New Options Center announces that a seminar on "Women and Credit" will be offered on July 21 from 1 p.m. to 4 p.m. at the New Options Center, located at Manatee Area Vo-Tech Center, 5603 34th Street West. Subjects to be covered include *New Credit Rights for Women, Types of Credit, Developing a Record of Creditworthiness, Illegal Credit Descrimination* and *Remedies for Unjust Treatment.*

The seminar is free. Registration is required before the seminar. For more information or to register, phone 753-1174 or 755-2641, extention 233, from 8 a.m. to 4 p.m. Monday through Thursday.

NEW OPTIONS OFFERS FREE WORKSHOP ON BUSINESS DRESS AND GROOMING

New Options Center announces that a free workshop on "Business Dress and Grooming" will be offered on August 30, from 8:30 a.m. to 4:00 p.m. in the Leatherman Auditorium at Manatee Area Vo-Tech Center, 5603 34th Street West, Bradenton. It is free and open to the public. Pre-registration is required by calling 753-1174 or 755-2641, ext. 233.

The workshop will feature hair care, presented by Josef Arduini of Josef's Coiffures, Bradenton, and Zita Coniglio of Hair Dimensions, Bradenton, with emphasis on styles for the woman over 35. Donna Matthews and the Mary Kay consultants from Bradenton and Sarasota will talk about skin care and cosmetic grooming for the businesswoman.

Afternoon lessons will be taught by Winn Burja, from Kath's Kloset in Sarasota, who will demonstrate the flexibility of a business wardrobe. Kathy Bither from Total Image in Sarasota will show the effect of color on skin and hair tones, and Gerry Tausch will talk about the motivational tools to make the workshop most beneficial for residents who attend.

New Options Center assists people who have been widowed, divorced, or separated to re-enter the work force.

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PEOPLE
The Bradenton Herald
Sept 7, 1983
SECTION C

Get down to business — dress up

Put the colors in your clothes near your face

SALLY CURRY
Herald Staff Writer

"It takes you only 10 to 30 seconds to give a visual effect, and to create an image of a woman who has herself together."

That was the message given to 180 Bradenton women by fashion consultant Wynn Burja at a recent seminar on "Business Dress and Grooming" at the New Options Center in Bradenton.

Burja was one of five speakers who told women how to project their best image in the business world. Other speakers covered "seasonal palette dressing" and European hair styles during the workshop, the first of its kind for the newly formed center at Manatee Area Vocational-Technical School.

Burja, owner of Katy's Kloset in Sarasota and host of the Storer cable TV show "A Women's View of Fashion," told women how to project their best image on the job and still remain within a budget.

Most women are still accepted more easily if they are wearing a skirt with a jacket, she said.

"We're still women dealing within a man's world, and women can look professional on the job working with two basic suits."

To illustrate, Burja held up two basic suits from which she created countless different outfits by trading jackets and adding different blouses and accessories. She stressed the importance of accessories and the need for "three-dimensional" dressing.

Small silk flowers, for example, can be worn on jacket lapels to bring out the color of the blouse underneath. According to Burja, this brings the viewer's attention up, not down, which is very important to the professional woman.

"By putting color high, you are adding colors that will make people look at our eyes first, and listen to [illegible]

An example of dressing down would be to wear a bright skirt with a dull blouse and jacket. That would draw attention to the bottom half of your body, she said.

Burja also enlightned the group on one of the most important accessories at their disposal: the belt.

"If you eliminate the belt, to the eye the body has become very square," Burja warned.

"Many women think because they have a thicker waistline that a belt will make them look bigger, by emphasizing their larger waistlines. By not wearing a belt, (however), this will actually make you look bigger, not smaller," pointed out the willowy blonde.

"What the right belt will accomplish is a "silhouette" (hourglass) effect," she said.

Burja said that for most women, the belt must be a minimum of two to two and a half inches wide. If a belt is too thin, it could be disastrous for women who don't have wasp waists.

Burja condemned the belt is stretch-banded skirts, which she said make women look rather dumpy.

Also undesirable are the skirts with small, thin tie belts that allow generous tummies to slouch over them. "They create a sack tied in the middle," she said.

"Tri-toning" is another career dressing technique. Women can create different bodily "dimensions" by using a different shade or color of belt with a suit or dress, or by using one color accessories on top, and another shade on the bottom.

Audience members were impressed when Burja made an "after-work cocktail suit" by adding accessories to an ordinary skirt and jacket.

She added an off-color tie belt around the skirt to accentuate the body lines, and "elongnate the body." She put a camisole under the jacket, and added a matching rosette flower to the lapel, to add "dimension."

"With the camisole, you are taking the classic lines of the suit and softening it, making it more feminine. With this you can go from the office to dinner."

Burja said one easy way for a woman to spread out her wardrobe is to compartmentalize it in the closet. Put all the belts together; do likewise for the blouses, skirts, and dresses. This will allow for more creativity and experimentation in dressing, she said.

Workshop participants also received individualized makeup instruction from Bradenton and Sarasota Mary Kay consultants; hair styling techniques by Josef Arduini of Josef's Coiffures of Bradenton and Zita Coniglio of Hair Dimensions; ways to choose flattering colors from Kay Bither of Total Image in Sarasota and tips on developing their potential for success by Gerry Tauch of Sarasota.

Diane Vickers, New Options project coordinator, said the workshop was an "enormous success."

For information on upcoming seminars sponsored by the New Options Center, call 753-1174 or 755-2641, ext. 233.

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Mark Randall

W[illegible] Burns (left) and Delphin Bostic, Bradenton, demonstrate the use of belts in business dressing

The Bradenton Herald Sunday, February 19, 1954

Career planning, employment skills is next Options workshop

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NANCY KONESKO
Herald Staff Writer

Are you a married woman with few concrete job skills and a husband who's ill? You know you'll soon have to go to work, but who on earth would hire you?

Are you a single woman working part time in a low-paying job, and you'd like to work full time at something that would really interest you, only you can't really say what interests you?

Are you widowed or divorced and you HAVE to work, but in the past you've always settled for dead-end jobs?

Are you feeling slightly depressed and you can't get interested in how you look or what you wear?

New Options can help.

Starting March 12, you could sign up to attend a workshop for women like yourselves, sponsored by New Options Center, room 348 at Manatee Area Vocational Technical Center at 5603 34th St. W., Bradenton.

Called "Life/Career Planning and Employability Skills," classes meet 8:30 a.m.-3 p.m. weekdays through March 23.

There is no charge for this program which is funded by the state and administrated by the School Board of Manatee County. Any woman who wants to enroll or obtain more information on the workshop at New Options can call 753-1174 or 755-2641, ext. 233.

Women who take the course learn how to understand classified ads for job openings, how to fill out job applications, and how to make a good impression during a job interview. Thanks to local personnel directors who come to the class, the women go through a real interview and afterward get tips on how they can do better in the next job interview.

Colleen Osinski, who just completed the course, had served in the Peace Corps, helped manage her family ranch and had taught Spanish. She said the class at New Options helped her realize that she was suited for several different careers, but the one she chose was to return to teaching Spanish.

"In fact, I'm working on a textbook that would make it easier to teach and to learn Spanish," she said during a recent follow-up rap session at Seasons restaurant.

After the course ends, the women meet informally three days each week for two weeks to tell their instructors what job applications have been made, or what research has been done on a career choice.

Osinski's group had thrown one party for themselves and were planning another. They had formed their own support network and planned to keep in touch.

OPINION

The Bradenton Herald, Saturday, November 12, 1983

Letters from our readers

'New life' at center for women

EDITOR:

I am a widow who came to Bradenton two years ago and dearly love it. I've taken courses at the Manatee Junior College, visited the beautiful beaches, subscribed to the Manatee Players, and enjoy many varied activities. But, I was not really ready for a permanent vacation or retirement — I wanted to get back to working again and found I didn't know how to go about it.

Every time I saw articles about displaced homemakers I didn't think they meant me — I had a graduate degree, had worked in the past and just considered myself unemployed. When the New Options Center was born and promised help in getting people like me organized to get back into the job market, the picture changed.

I attended a two-week workshop and learned more in those two weeks than I ever knew about today's working woman. The most important thing I learned was how to write a convincing resume in language that was interest-provoking but true. Immediately after completing this workshop I got a job that I love — working with compatible people in pleasant surroundings. I am on top of the world, have a new lease on life, and can't recommend New Options enough.

Margo Jones and Diane Vickers are the leaders, and they cover enough material to fill a thick three-ring binder — prepare women for interviews, help bereaved women to overcome personal difficulties, divorced women learn they are not alone in running households. Age is no factor — young or old can all get an education here that is available nowhere else. Workshops are run every month. Just call 753-1174 for more information.

I can only repeat, I am a most satisfied participant — support has not stopped because I am now working. Social activities are planned and a true network has been formed.

This is a letter I would like to broadcast to all the women out there who need help — the New Options Center is the place for you!

Eve Brown
Bradenton

FROM HOME to WORK

Are you a person who has spent years as a full-time homemaker? Do you now have to support yourself and your family because. . . you are widowed, divorced, or separated, . . . your spouse is disabled, . . . or you are no longer eligible for public assistance because your children are grown? Do you need information, skills, confidence to help you get a good job? If you answered "yes" to these questions, you're a displaced homemaker--one of millions who are now taking a look at their lives and their futures. Displaced homemakers are everywhere in the U. S. . . .In urban and rural areas, among all social classes. Some are high school dropouts, some have college degrees. Most need jobs that pay well...in stable or growing occupational fields...with opportunities for advancement.

Many displaced homemakers started where you are. Many have made a successful transition from home to work. Thanks to their efforts, programs and services are now available throughout the country to help YOU TAKE THE NEXT STEP. New Options Center provides free services to Manatee County residents.

Location

New Options Center, Manatee Area Votec, 5603 34th St. W., between MJC and Bayshore High.

Hours

8 a.m. to 4p.m. Monday - Friday after hours answering machine service, 753-1174

Services Offered

- ★ Individual personal and job counseling
- ★ Information and referral to community agencies and businesses
- ★ Monthly seminars for personal and professional growth
- ★ Counseling
- ★ Values Clarification
- ★ Goal Setting/Life Planning
- ★ Job Interview Techniques/ Resumes
- ★ Financial management
- ★ Job Placement Assistance

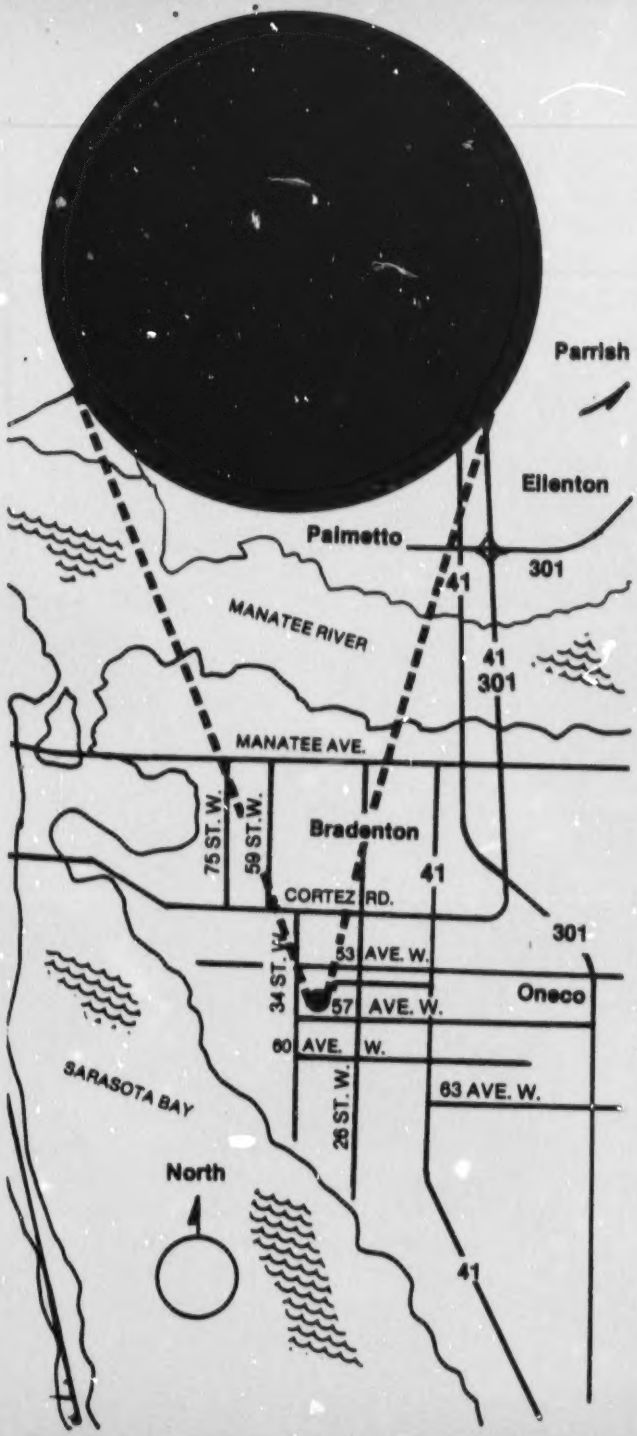
★ There is no charge to the Displaced Homemaker for these services. Programs are funded by Florida Division of Vocational Education, Dept. of Health & Rehabilitative Services, District VI, administrated by the School Board of Manatee County.

NEW OPTIONS CENTER

Manatee Area Votec
5603 34th Street, West
Bradenton, Florida 33507

Phone: 753-1174
755-2641 ext. 233

COUNSELING AND
REFERRAL SERVICES



NEW OPTIONS CENTER

TAKE THE NEXT STEP

Employers are finding out that people who are divorced or widowed and are heads of the household display many qualities which are assets to a growing and thriving business.

- ★ Low Absenteeism
- ★ Maturity, Stability, Loyalty
- ★ Commitment
- ★ Self-Confidence
- ★ Dependability
- ★ Low overall incidence of accidents
- ★ Appreciation of Career
- ★ Motivation
- ★ Higher Productivity
- ★ Adaptability
- ★ Self-Knowledge
- ★ Work experience of 25 years or more
- ★ Demonstrate Organizational Skills Supervisory Skills Directional Skills Educational Skills

---

A wide variety of services are offered to the residents of Manatee County including:

- ★ Information
- ★ Referrals
- ★ Personal and Employment
- ★ Counseling
- ★ Career Planning
- ★ Job Placement
- ★ Financial Management
- ★ Workshops - Employability skills, Coping with Work Problems

"Through programs such as 'New Options' more employers in our area will be able to benefit through placement of well-prepared, career motivated female employees. Our experience has been overwhelmingly positive in the past, and we anticipate even more successful placements with 'New Options' assistance."

Richard Hyde
Personnel Director
Tropicana Products Inc.

"A large percentage of our employees are female, many of whom joined us over the age of 35. Generally, whether experienced or entering the working world for the first time, we find these women are sincerely committed to doing a good job."

Donna Stegner
Personnel Director
Bausch & Lomb

Services are available to all who qualify on a non-discriminatory basis.

Programs are funded by Florida Division of Vocational Education, Dept. of Health & Rehabilitative Services, District VI, administrated by the School Board of Manatee County.

No fee for services.

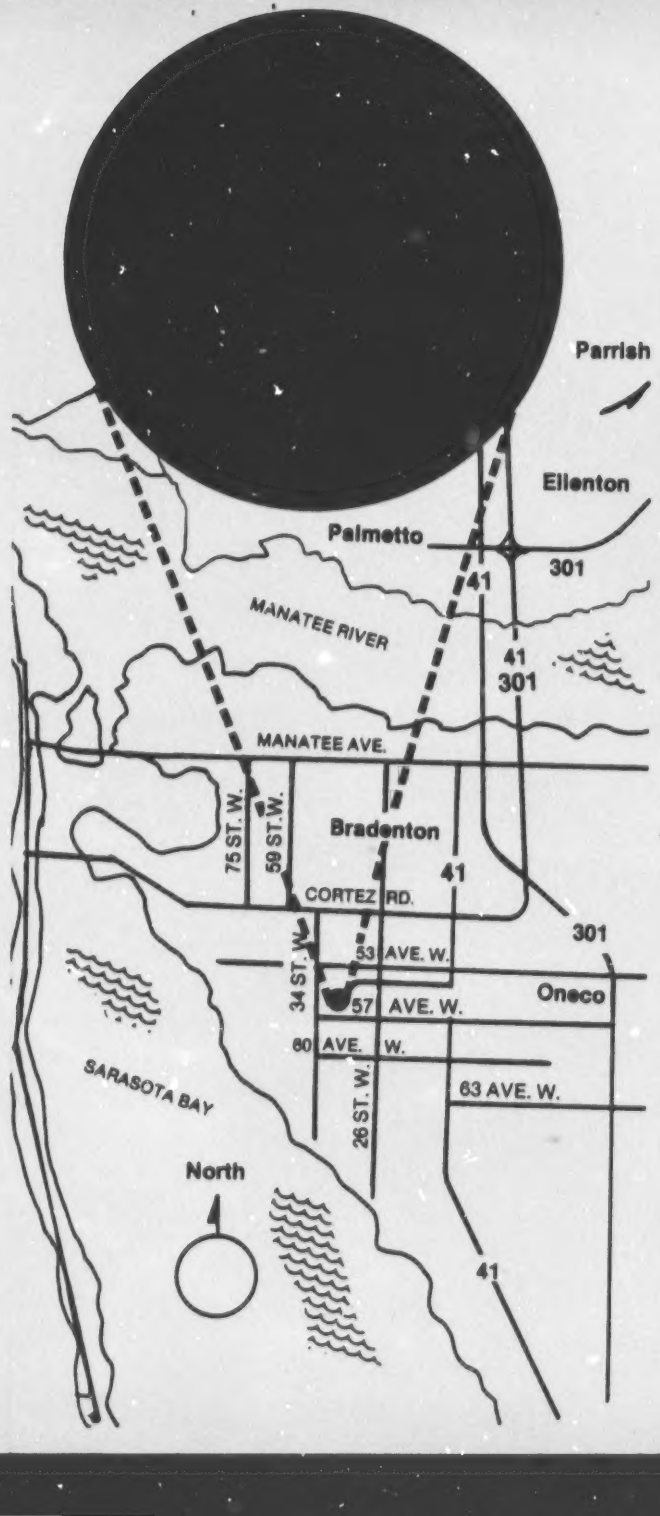
NEW OPTIONS CENTER

Manatee Area Votec
5603 34th Street, West
Bradenton, Florida 33507

8:00 a.m. - 4:00 p.m.
Monday-Friday

Phone: 753-1174
755-2641 ext. 233

Counseling and Referral Services



NEW OPTIONS CENTER

TAKE THE NEXT STEP

Mall service fair is this weekend

Special to The Herald

Learn about services in Manatee County to improve your life at the 1984 Public Service/Health & Handicap Fair, Friday through Sunday at De Soto Square during regular mall hours.

The Handicap Awareness Fair portion, sponsored by Able (Access to Buildings and Living Environments), and coordinated by Olive O'Hare, will be Saturday and Sunday.

The Manatee County Bar Association will operate a legal information center 10 a.m.-4 p.m. Saturday in the center of the mall. It is being held in observance of Law Day and will offer free 20-minute consultations to the public.

Shriners' clowns will entertain and paint clown faces on children Saturday and Sunday. There will be balloons and crafts for sale. Participants and exhibitors will receive awards from ABLE.

Special scheduled events include:

■ Saturday

1 p.m. — Michael Peters, March of Dimes Poster Child

2 p.m. — Sign Painters

3 p.m. — Head Start Singers

4 p.m. — Gospel-blues singer Mary McLain accompanied by Willie James, blind pianist

7 p.m. — Mime Charlie Cronk

■ Sunday

1:30 p.m. — West Bradenton Baptist Church Signing Choir

3 p.m. — Manatee Junior College Clowns

4 p.m. — West Bradenton Baptist Church Signing Choir

Participating organizations and exhibitors include: A-Dependable, Advanced Orthopedic Center, Alzheimer's Disease, American Heart Association, Amigo, Careers for Handicapped, Children's Haven, Disabled American Veterans, Discount Medical Supply, Division of Forestry, Friends of the Deaf, Goodwill Industries, HandiBus, Happiness House, Head Start, Hearing Dogs and Hearing-Sight Impaired.

Also, Hope of Manatee, Institute of Computer Management, MARC, Manatee County Sheriff's Department, Manatee Dental Society, Manatee Memorial Hospital, March of Dimes, Medic Alert, Multiple Sclerosis, New Options Center, Orthotic-Prosthetic Center, Parkinson's Disease, Poke-A-Dots, police departments from Bradenton and Palmetto, RSVP, Support Inc., Tri-Kart, United Cerebral Palsy, Vacation World for Handicapped, Vial of Life and others.

For information call Mark Faircloth, 747-5868.

Carson Baldwin

Poster child Michael Peters with Bob Bennett

WEEK OF APRIL 28

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Career conference slated for Saturday

Women's Career Conference will be held 9:30 a.m.-5 p.m. Saturday at Robarts Sports Arena in Sarasota.

The conference is a one-day event featuring seminars and workshops designed to address the current concerns, problems and opportunities facing today's career-minded women. In addition, area and national companies will exhibit their services and products, giving those in attendance a chance to network with other professionals. The cost is $15 and is open to the public.

Women's Career Conference is offering non-profit service organizations a fund-raising opportunity. To benefit area women, conference sponsor Sunshine Advertising & Marketing Co. will distribute general admission tickets through local women's organizations.

Manatee Notes

By Mary McMurria and Bubbles Greer

Program to Highlight Four Local Agencies

A panel-program spotlighting the efforts of four local agencies to aid women in enhancing their employability skills is planned for tonight's meeting of the Bradenton Branch of the American Association of University Women (AAUW)

Moderators for the evening will be MARY GREEN and SALLY McCAMMON. Appearing on the panel will be MARILYN NORRIS of Aid for Dependent Children, KAY RANKIN from the Florida State Employment Service; JANET ECKLES from the College Co-op Program at MJC; and MARGO JONES of New Options Center at Vocational Technical Center.

Each of the participants will explain efforts to aid women in gaining employment and address the question of women's needs in terms of unemployment.

AAUW membership is open to any woman graduate of a college or university and information is available from GLORIA BERNATH, 758-6814. Tonight's meeting will be held at the Manatee Garden Center, 3120 First Ave. W., at 7:30. Guests are welcome.

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Anniversary open house at New Options

New Options Center will celebrate its first anniversary with an open house 7-8:30 p.m. Thursday at the center, 5803 34th St. W., Bradenton.

The public is invited to meet the staff and learn about services New Options provides for displaced homemakers, single heads of households, homemakers who want to work full time and anyone interested in non-traditional training and jobs.

Formerly Manatee County Displaced Homemakers, New Options received funding from the Florida Department of Health and Rehabilitative Services in April 1983. The new funds added to vocational education funds allowed an expansion of services and staff.

Since it opened, New Options has provided individual and job counseling to more than 200 people. It has also served as an information and referral center to community agencies and businesses. Since last May, some 80 women have participated in the Life/Work Planning and Employability Skills Workshops.

New Options has also sponsored workshops open to the public on such topics as business dress and grooming, coping skills, automobile maintenence and financial planning. For information call 753-1174.

NEW OPTIONS CENTER INTAKE INTERVIEW FORM

Interviewer:_____

Date:_____

NAME:_____ TELEPHONE:_____
Last First Middle Initial

ADDRESS:_____
Street City State ZIP code

DATE OF BIRTH:___/___/___ SEX:___ COUNTRY OF BIRTH:_____
Mo. Day Year

MARITAL STATUS:_____ HEAD OF HOUSEHOLD? Yes___ No___
Widow, Divorced, Separated, etc.

NO. CHILDREN:_____ AGES:_____ LIVING ARRANGEMENT:_____

.....

WHAT IS YOUR PRESENT YEARLY INCOME?_____

What is your present source(s) of income and/or assistance? Check all that apply:

___Social Security ___VA Benefits ___Welfare,AFDC ___Food Stamps

___Child Support ___Alimony ___Disability ___Unemployment ___Medicaid

___Pension/Retirement Benefits ___Insurance Benefits ___Savings ___Family

.....

Have you ever been employed? Yes__No__ SOCIAL SECURITY NUMBER:_____

Date(s):_____ TYPE of Business:_____

Full or Part Time?_____ Self-employed?____ In family business?_____

Volunteer Experience: Date(s)_____ Place(s):_____

Duties/Responsibilities:_____

.....

HIGHEST GRADE COMPLETED:_____ H. S. Grad in _____ GED in ____ College Grad in _____
Year Year Year

Sem. completed if you didn't graduate:____Tech/Trade/Voc. School in _____.
Year

What was your major course of study?_____

.....

What EMPLOYMENT RESOURCES have you used? Check all applicable. Newspaper(s)___
FL State Emplymnt Srvc ___Family/friends___Emplymnt Agency___Sr. Emplymnt___Other___

DO YOU NEED TO FIND A JOB NOW?____If no, Estimate WHEN_____

Would you prefer job training instead of immediate employment? Yes___ No____

Do you prefer being a homemaker to employment outside the home? Yes___ No___

Do you feel you have a choice between working and not working? Yes___ No____

Do you feel you have a choice between entering a training program or returning to school and going to work immediately? Yes____ No____

Have you ever considered work/training not traditional to your sex? Yes___ No____

.....

SEE OTHER SIDE
FOR ADDITIONAL QUESTIONS TO COMPLETE

What PERSONAL CONCERNS do you have about entering the job market? Check all that apply:

____Doubts about personal qualifications ____Lack of recent work experience

____Age discrimination ____Sex discrimination ____New resident discrimination

____Finding a job that pays adequately ____Being forced to accept unsatisfying work

____Finding a job close to home due to no transportation or to cut down on costs

____Arranging for childcare ____Inadequate wardrobe ____Combining home and work

.....

What are your present GOALS? Please be specific and identify at least two.

_____

_____

What SERVICE(S) do you think you need in order to reach your goal(s)? Check all that apply.

____Help in examining strengths, abilities, potentials and limitations in order to find work.

____Emotional support to help with ____Self-confidence ____Divorce Adjustment ____Depression
____Assertiveness skills ____Single parenting ____Adjusting to Widowhood ____Other _____
____Social skills, i.e. meeting people, dating ____Dealing with former spouse

____Self-confidence (Job Related) ____Legal Assistance ____Emergency aid/funds

____Information on health services ____childcare services and/or help with these expenses

____Information on job training resources ____financial aid programs

____Information and help with Food Stamps ____housing assistance/HUD

____Training for job skill development: ____Short term ____Long Term

____Further education: ____High School diploma ____Junior College

____Job interviewing skills ____knowledge on how to write or improve a Resumé

____Testing: ____Aptitude ____Interest ____Ability ____Value Survey

____Money/Resources management/budgeting ____Transportation ____Learning how to drive

____Upgrading existing work skills ____Exploring self-employment opportunities

____Job placement ____Scholarship or grant

____Other, specify:_____

.....

HOW DID YOU LEARN ABOUT THE PROGRAM/CENTER?_____

.....

STAFF RECOMMENDATIONS:

Life/Work & Employability Workshop____Special seminars, events, speakers_____

Displaced Homemaker Services____Vocational Educational Services____Ineligible for svcs.

Other Referrals:_____ _____

_____

Date:_____Initials of staff:_____

FOLLOW-UP CONTACTS ON:

Date:_____Initials:_____Date:_____Initials:_____

Date:_____Initials:_____Date:_____Initials:_____

Date:_____Initials:_____Date:_____Initials:_____

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MONTH OF _____

Date	Client's NAME	Phone	Sex	R	Age	Marital Status					Means of Contact				Information On									Referred To:														Counseling		Follow up
						S	D	W	M	NM	Ph.	Ofc Appt.	Walk In	Mail	Ed.	Jobs	Non Trad	Scl. Svc	Lgl.	Hlth	Fncl	Orgn Clubs	Other	H.S. GED	Vo Tech	MJC	PSES	Food Stamps	AFDC	CSE	Hlth Clnc	Legal Svcs	Sr. Appl	Em-ploy-ers	Other	ED/ Empl	Pers	

Childress receives Vocational Aid award

The Altrusa Club of Bradenton awarded its 1984 Founders Fund Vocational Aid award to Sandy Childress of Bradenton. The award check was presented to Childress at a recent Altrusa luncheon meeting where Manatee County Commissioner Pat Glass was the featured speaker.

Marjorie Graves, Altrusa Club president, explained that the FFVA awards are authorized by the Foundation of Altrusa International for vocational training, purchase of equipment and supplies, and for other assistance necessary during career training.

Childress is a student in the Licensed Practical Nursing Program at Manatee Area Vocational-Technical Center. Her peers recently nominated her for outstanding student in the nursing class.

FFVA is financed by voluntary contributions to the Altrusa International Foundation Inc.

Sandy Childress

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Manatee Notes

By Mary McMurria and Bubbles Greer

P.E.O. Awards Grant

SANDY NICHOLS of Bradenton is the recipient of a grant from the P.E.O. Sisterhood, a philanthropic and educational organization founded in 1869.

She is a practical nursing student at Manatee Area Vocational Center and is receiving continuing education funds designed to help women who have discontinued their education at some time in their lives and who now have a need and desire to continue it.

Sandy received her grant in July from MRS. JAMES SWENSON, D.S. chapter continuing education chairman. Invited guests included MRS. ROBERT KLOPFENSTEINS, chapter president; MARGOT JOYNES, coordinator of New Options Center; and Sandy's mother, MRS. HIGHLANDER.

MANATEE AREA VO-TECH TOUR

EVALUATION FORM

1. What new things did you learn about Manatee Area Vo-Tech and training opportunities?_____

_____

2. Are you interested in training?_____

3. If the answer was "yes," in what areas?_____

_____

4. If the answer was "no," please explain the reasons why not.

_____

_____

5. How long do you think it will take to complete interested courses of study?_____

6. How much do you think it will cost?_____

7. What problems would you face if you chose to get further training?_____

_____

_____

8. Please rate the tour length.

Perfect Too long Too short

LIFE/WORK PLANNING EMPLOYABILITY SKILLS 4/84

NEW OPTIONS CENTER WEEK ONE

MONDAY Morning	TUESDAY Morning	WEDNESDAY Morning	THURSDAY Morning
Welcome/Overview Schedule Introductions/Name Tags Your "Bank Account" Time Spent in Job Search What We Can't Do/What We Can DO Our Expectations Ground Rules Choose To Be A Winner "Winners & Losers" "Please Hear..."	One Minute Biography First Day Reactions	Self Awareness Rating "The Waiting Game" "...Find Your Real Self" "So You Want Money..." "Feeling Drab..." "Accepting Myself" Self Esteem Recognizing Potential IALAC Affirmations Self Acceptance Script	Vocabulary for Feelings Going Nowhere: Anger, Guilt Anxiety, Depression How Feelings Affe t Career Search Experiencing Feeling: "I'm Sorry Boycott" Coping
Afternoon	**Afternoon**	**Afternoon**	**Afternoon**
One Minute Biography Contract For Change My Name is... HOMEWORK: "Best Friend Letter" Self Assessment Life/ Career Planning Needs	Sharing Major Steps of Career Planning Stepping Stones to Employment Major Components of Job Search Process Self-Confidence Self Esteem Inventory Self Rating Chart	How Stressed Are You? Social Readjustment Rating Body Reactions to Stress Positve & Negative Stress Stress Exercise Stress Fill-In Stress Handled Creatively Handling Stress Exercise Stress Management Steps Steps To Prevent Stress Preventing Stress Exercise "Sound of Music" HOMEWORK: Practice Affirmations Self Starters To Clarify Goals	Values Clarification EX: Fall Out Shelter Values Activity I Values Activity II Value in Understandi Your Values Your Coat of Arms Values and Work Job/Work Values Exercise Rate Your Job Values What Do You Need/Wan From Work Environmen VALUE Survey HOMEWORK: Recalling Successes Exercise Clarification of Personal Values

LIFE/WORK PLANNING EMPLOYABILITY SKILLS 4/84

NEW OPTIONS CENTER WEEK TWO

MONDAY MORNING GOALS	TUESDAY MORNING SKILLS	WEDNESDAY MORNING	THURSDAY MORNING
Goal Setting Be Goal Oriented Identifying Goals Activity Planning Goals in Writing Establsihing a Timeline Setting Goals for Your Career Way to Get There Job Career Goals Quiz Tips for Implementing Goals	Sharing Collages/Homework Skills-Definition Six Cardinal Rules Skills Entitle You To Be Employed Skills Identification (Homemaking) Three Families of Skills Self Management Traits Specific Knowledge Skills Fill In the Blank Exercise	Education and Training Opportunities MAVTC Tour	Pyramiding Personnel Systems Manatee County Employment Classified Ads Pointers Common Abbreviations Samples
AFTERNOON	AFTERNOON	AFTERNOON	AFTERNOON
SELF ASSESSMENT Who Am I? Exercise "Self Assessment" by Rivchun COLLAGE HOMEWORK: Your Epitaph The History of Your Successes Exercise	RISKING High Risk of Risk Avoidance When Risking Is A Necessity Four Risk Styles Risk Exercise "It's My Turn" RESEARCHING A CAREER Finding Information on Careers The Future The Day The Jobs Began to Vanish Jobs of the Future HOMEWORK: Beginning With Verbs Exercise Identifying Functional Transferable Skills Exercise	JOB SEARCH PROCESS Major Components: A Review Five Key Assumptions re Finding A Career Job Hunting As An Information Search Universal Hiring Rule Unique Selling Principle HOMEWORK: Fill in completely Sample Job Application Write out your unique selling principle	JOB APPLICATIONS Tips Sample Job Application HOMEWORK: Completely fill in "My Career History" Summary Sheet

LIFE/WORK PLANNING EMPLOYABILITY SKILLS 4/84

NEW OPTIONS CENTER WEEK THREE

MONDAY MORNING RESUMES	TUESDAY MORNING	INTER- WEDNESDAY MORNING VIEWS	THURSDAY MORNING
The Resumé - Types, Purpose Functional Resumés Chronological Resumés Resumé Rules Putting "Self" in Putting "Sell" in Sample Resumés References	INDIVIDUAL Resumé WORK SESSIONS To Evaluate and/or Polish your Resumé Please plan to type your polished copy to have for interview tomorrow	INTERVIEWING Interviewing Information/Tips Interview Questions Dealing With Special Problems, Issues Mock Interview with feedback	Failure Syndrome Help Interim Jobs Volunteering Support Group Networking The Salary Question Choosing the Right Job Group Potluck or Salad Lun
AFTERNOON LETTERS	AFTERNOON	AFTERNOON	ON THE JOB AFTERNOON
Effective Letters Letters of Interest Cover Letters Follow-up to Follow-through Letter Pitfalls Sample Letters Writing Your Own Effective Letters HOMEWORK: Compose a Draft Resumé	HOMEWORK: Complete 10 Most Asked Interview Questions Come Dressed for an Interview Tomorrow!	Interview Follow-up HOMEWORK: Write a follow-up Thank You Letter to your interviewer	ON THE JOB Supervisor's Responsibilities Checklist for Better Beginning Get Off to a Fast Start Work Ethic How to Smarten Up a Dumb J Resolutions What Your Boss Wishes You Knew + Ten Things I Wish I Had Known Getting Along With Others Employee Evaluations Do You Have A Career? EVALUATION FORMS COMPLETED Certificates Awarded Success HOMEWORK: Cut out and pas Classified Ads of interest Make a List of Contacts

LIFE/WORK PLANNING EMPLOYABILITY SKILLS WEEK FOUR

JOB SHOP ******** NEW OPTIONS CENTER **********JOB SHOP**********

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 Job Shop Session Launching Principles of Survival Job Hunting No Sheet Contact/Phone Sheet Written Interview File Is Informational Interviewing Dead Implication of Life/Work Planning For Employers Daily Job Search Plan	8:00 Coffee/Restaurant Information Interview Time_____Date_____ Name_____ Title_____ Business_____ Address_____ City/Zip_____ Telephone_____ ********** Information Interview Time_____Date_____ Name_____ Title_____ Business_____ Address_____ City/Zip_____ Telephone	8:00 Job Shop Session Salary Question Salaries: How To Get Paid What You're Worth Minimum Salary Checklist Fine Art of Negotiations Salary Negotiation How To Find Out the Problems of An Organization What To Do When You're Feeling Stuck ********** Information Interview Time_____Date_____ Name_____ Title_____ Business_____ Address_____ City/Zip_____ Telephone	8:00 Coffee/Restaurant Information Interview Time_____Date_____ Name_____ Title_____ Business_____ Address_____ City/Zip_____ Telephone ********** Information Interview Time_____Date_____ Name_____ Title_____ Business_____ Address_____ City/Zip_____ Telephone	Information Interview Time_____Date_____ Name_____ Title_____ Business_____ Address_____ City/Zip_____ Telephone ********** Information Interview Time_____Date_____ Name_____ Title_____ Business_____ Address_____ City/Zip_____ Telephone
TUESDAY	**WEDNESDAY**	**THURSDAY**	**FRIDAY**	
Information Interview Time_____Date_____ Name_____ Title_____ Business_____ Address_____ City/Zip_____ Telephone_____ ********** Information Interview Time_____Date_____ Name_____ Title_____ Business_____ Address_____ City/Zip_____ Telephone_____	Information Interview Time_____Date_____ Name_____ Title_____ Business_____ Address_____ City/Zip_____ Telephone_____ ********** Information Interview Time_____Date_____ Name_____ Title_____ Business_____ Address_____ City/Zip_____ Telephone_____	Information Interview Time_____Date_____ Name_____ Title_____ Business_____ Address_____ City/Zip_____ Telephone_____ ********** Information Interview Time_____Date_____ Name_____ Title_____ Business_____ Address_____ City/Zip_____ Telephone_____	12:00 Luncheon Potluck 1:00 Job Shop Session Work Ethic Get Off To Fast Start In New Job How To Smarten Up Dumb Job Resolutions What Your Boss Wishes You Knew Getting Along With Others On Job Personal Marketing Plan Evaluations 2:30 Graduation Ceremony Speaker Certificates Awarded Success

47

10/83 NAME:_____

NEW OPTIONS PROGRAM

EVALUATION

WORKSHOP EVALUATION

Please answer the following questions carefully and honestly so that we may use your answers to strengthen and improve our program. CIRCLE YOUR CHOICE.

Do you think the program was explained to you during the Intake Interview and initial session?

1 NO — 2 Partially — 3 YES

Do you think the following components were helpful to you?

	VERY HELPFUL	SOMEWHAT HELPFUL	NOT HELPFUL	DON'T KNOW
a. Stress	VH	SH	NH	DK
b. Feelings	VH	SH	NH	DK
c. Values	VH	SH	NH	DK
d. Life Inventory/Collage	VH	SH	NH	DK
e. Identifying Skills	VH	SH	NH	DK
f. Setting Goals	VH	SH	NH	DK
g. Risking	VH	SH	NH	DK
h. Determining Needs	VH	SH	NH	DK
i. Researching a Career/Job	VH	SH	NH	DK
j. Information Sheets	VH	SH	NH	DK
k. Classified Ads	VH	SH	NH	DK
l. Job Hunt Process	VH	SH	NH	DK
m. Job Applications	VH	SH	NH	DK
n. Resume Writing	VH	SH	NH	DK
o. Effective Letter Writing	VH	SH	NH	DK
p. Interviewing Information	VH	SH	NH	DK
q. Color	VH	SH	NH	DK
r. Business Dress & Grooming	VH	SH	NH	DK
s. Skin Care & Make-up	VH	SH	NH	DK
t. Mock Interview	VH	SH	NH	DK
u. Dealing with Rejection	VH	SH	NH	DK

v. Interim Job	VH	SH	NH	DK
w. Employee Expectations	VH	SH	NH	DK
x. Educational Opportunities	VH	SH	NH	DK
y. Manatee Vo-Tech campus tour	VH	SH	NH	DK
z. Bibliography	VH	SH	NH	DK

How would you rate the overall organization of the workshop?

1	2	3	4	5
poorly organized		fair		well organized

How would you rate the overall quality of the workshop?

1	2	3	4	5
poor		fair		excellent

How would you rate the leaders' ability to convey information to you?

1 2 3 4 5

How would you rate staff counseling and support?

1 2 3 4 5

How would you rate the materials given to you in the workshop?

1 2 3 4 5

How would you rate the length of the workshop?

1 too long 2 too short 3 about right 4 should be _____ days long

How would you rate the homework expected of you in workshop?

1	2	3	4
not helpful	somewhat helpful	very helpful	extremely helpful

Would you recommend this experience to your friends? YES NO

If so, who should we contact about the workshop?_____

_____

What was most helpful for your needs in the workshop?_____

_____

What did you like least about the workshop?_____

_____

HOW MANY DAYS OF THE WORKSHOP DID YOU ACTUALLY ATTEND?_____

DATE: _____

NEW OPTIONS FOLLOW-UP GUIDE

1. Now that you have finished the workshop, what would you suggest be done to improve it?

_____

_____

_____

2. What do YOU have to do after the workshop?

_____

_____

_____

3. What can the STAFF of New Options do for you at this point?

_____

_____

_____

4. Would you like to schedule an individualcounseling appointment? _____

   If so,when would be the best time?_____

   _____

5. Would you like to participate in other activities at the New Options Center? _____

   If so, what kind of activities interest you the most?_____

   _____

6. Would you like to sponsor a member of the next workshop? (Would you like to be a friend, encourager, listener etc.?) _____

7. How do you think we can best reach others to inform them of the workshop?

   _____

   _____

NAME _____

CLIENT SERVICE DATA

EDUCATION: _____

EMPLOYMENT SERVICES: _____

FINANCIAL MANAGEMENT: _____

WELL PERSON HEALTH SVCS.: _____

JOB COUNSELING: _____

_____

JOB PLACEMENT: _____

JOB TRAINING: _____

COUNSELING: _____

_____

ASSESSMENT: _____

REFERRALS TO: _____

_____

LIFE/WORK PLANNING EMPLOYABILITY SKILLS WORKSHOP _____

OTHER WORKSHOPS: _____

PLACED AT: _____ on _____

_____ on _____

Other information: _____

_____

_____

_____

_____

_____

Name: _____

CLIENT FOLLOW-UP CONTACT RECORD

DATE: _____ COMMENTS: _____

DATE: _____ COMMENTS: _____

DATE: _____ COMMENTS: _____

DATE: _____ COMMENTS: _____

DATE: _____ COMMENTS: _____

DATE: _____ COMMENTS: _____

DATE: _____ COMMENTS: _____

DATE: _____ COMMENTS: _____

DATE: _____ COMMENTS: _____

DATE: _____ COMMENTS: _____

DATE: _____ COMMENTS: _____

SERVICES TERMINATED ON: _____

NEW OPTIONS CENTER STATISTICAL DATA Quarter 1 1983

CLIENT SERVICE RECORD	THIS QUARTER	TOTAL
1 Information and Referral	56	
2 Individual Client Counseling	20N 4R	
3 Life-Work Planning/Employability Workshop	2	
4 Enrolled in Training	9	
5 Employed/Placed	2	
6 Continuing Clients	24	
7 NEW Unduplicated Individuals	30	
CLIENT NEED AREAS*		
1 Job Knowledge/Employability Skills	25	
2 Training/Education	13	
3 Social Services/Support Services	12	
4 Financial Aid/Grants, Scholarships	12	
5 Legal and/or Medical	3	
REFERRALS MADE		
1 Manatee Area Vo-Tech Center	3	
2 Adult High School/GED	0	
3 Evening MAVTC Classes	6	
4 Manatee Junior College	3	
5 Job Service of Florida	14	
6 Federal JTPA	0	
7 FLA Dept Health & Rehabilitative Services	2	
8 Health Services (to include Mental Health)	5	
9 Legal Services	3	
10 Employers	9	

* To include information and/or counseling

Prepared by M. Joynes and D. Vickers Date 10-10-83

NEW OPTIONS CENTER — STATISTICAL DATA — Quarter 2 1983

CLIENT SERVICE RECORD	THIS QUARTER	TOTAL
1 Information and Referral	68	124
2 Individual Client Counseling	23N 31R	43N 35R
3 Life-Work Planning/Employability Workshop	10	12
4 Enrolled in Training	6	15
5 Employed/Placed	10	12
6 Continuing Clients	35	
7 NEW Unduplicated Individuals	33	63
CLIENT NEED AREAS*		
1 Job Knowledge/Employability Skills	24	49
2 Training/Education	14	27
3 Social Services/Support Services	11	23
4 Financial Aid/Grants, Scholarships	11	23
5 Legal and/or Medical	4	7
REFERRALS MADE		
1 Manatee Area Vo-Tech Center	3	6
2 Adult High School/GED	2	2
3 Evening MAVTC Classes	4	10
4 Manatee Junior College	2	5
5 Job Service of Florida	20	34
6 Federal JTPA	0	0
7 FLA Dept Health & Rehabilitative Services	5	7
8 Health Services (to include Mental Health)	6	11
9 Legal Services	3	6
10 Employers	17	26

* To include information and/or counseling

Prepared by M. Joynes and D. Vickers — Date 01-04-84

NEW OPTIONS CENTER STATISTICAL DATA Quarter 3 1984

CLIENT SERVICE RECORD	THIS QUARTER	TOTAL
1 Information and Referral	86	210
2 Individual Client Counseling	39N 19R	82N 54R
3 Life-Work Planning/Employability Workshop	12	24
4 Enrolled in Training	11	26
5 Employed/Placed	9	21
6 Continuing Clients	15,16,25	
7 NEW Unduplicated Individuals	72	135
CLIENT NEED AREAS*		
1 Job Knowledge/Employability Skills	44	93
2 Training/Education	39	66
3 Social Services/Support Services	17	40
4 Financial Aid/Grants, Scholarships	12	35
5 Legal and/or Medical	11	18
REFERRALS MADE		
1 Manatee Area Vo-Tech Center	4	10
2 Adult High School/GED	1	3
3 Evening MAVTC Classes	3	5
4 Manatee Junior College	1	6
5 Job Service of Florida	23	57
6 Federal JTPA	2	2
7 FLA Dept Health & Rehabilitative Services	6	13
8 Health Services (to include Mental Health)	1	12
9 Legal Services	8	14
10 Employers	16	42

* To include information and/or counseling

Prepared by M. Joynes and D. Vickers Date 04-03-84

NEW OPTIONS CENTER — STATISTICAL DATA — Quarter 4 1984

CLIENT SERVICE RECORD	THIS QUARTER	TOTAL
1 Information and Referral	56	266
2 Individual Client Counseling	17N 28R	99N 82R
3 Life-Work Planning/Employability Workshop	5	29
4 Enrolled in Training	14	40
5 Employed/Placed	9	30
6 Continuing Clients	16,13,14	
7 NEW Unduplicated Individuals	56	191
CLIENT NEED AREAS*		
1 Job Knowledge/Employability Skills	42	135
2 Training/Education	26	92
3 Social Services/Support Services	10	50
4 Financial Aid/Grants, Scholarships	8	43
5 Legal and/or Medical	8	26
REFERRALS MADE		
1 Manatee Area Vo-Tech Center	6	16
2 Adult High School/GED	3	6
3 Evening MAVTC Classes	2	7
4 Manatee Junior College	3	9
5 Job Service of Florida	12	69
6 Federal JTPA	3	5
7 FLA Dept Health & Rehabilitative Services	1	14
8 Health Services (to include Mental Health)	3	15
9 Legal Services	6	18
10 Employers	15	57

* To include information and/or counseling

Prepared by M. Joynes and D. Vickers — Date 07-06-84

DISPLACED HOMEMAKER QUARTERLY REPORT

District VI
Quarter 4

Project New Options Center

Client Data:	Qtr 1	Qtr 2	Year to Date Sub-Total	Qtr 3	Year to Date Sub-Total	Qtr 4	Year To Date
1. Clients Served	33	26	59	23	82	27	109
2. Age Levels							
a. 35-44	15	9	24	9	33	7	40
b. 45-54	10	12	22	7	29	14	43
c. 55+	8	5	13	7	20	6	26
Total	33	26	59	23	82	27	109
3. PA Clients Served	4	2	6	3	9	1	10
4. Clients Employed	13	16	29	18	47	16	63

Service Data: 1. Clients In	Estimated Clients To Be Provided	Qtr 1	Qtr 2	Year to Date Sub-Total	Qtr 3	Year to Date Sub-Total	Qtr 4	Year To Date
a. Education	135	23	28	51	19	70	12	82
b. Employment Services	90	27	21	48	23	71	22	93
c. Financial Management	70	24	24	48	25	73	18	91
d. WPHC	50	13	8	21	6	27	10	37
e. Job Counseling	150	30	43	73	39	112	36	148
f. Job Placement	100	13	17	30	18	48	16	64
g. Job Training	30	12	6	18	16	34	15	49
h. Counseling	190	33	34	67	43	110	39	149
2. Units In	Estimated Units to Be Provided	Qtr 1	Qtr 2	Year to Date Sub-Total	Qtr 3	Year to Date Sub-Total	Qtr 4	Year To Date
a. Education	2700	469	612	1081	1029	2110	620	2730
b. Employment Services	90	30	25	55	23	78	22	100
c. Financial Management	140	21	35	56	36	92	32	124
d. WPHC	50	14	11	25	6	31	14	45
e. Information	275	140	120	260	149	409	217	626
f. Job Counseling	975	81	130	211	180	391	184	575
g. Job Placement	100	13	17	30	18	48	16	64
h. Job Research	200	16	47	63	56	119	66	185
i. Job Training	30	12	6	18	16	34	15	49
j. Outreach	60/18	277/3	212/5	489/8	151/3	640/11	200/5	840/16
k. Assessment Counseling	475	125	70	195	44	239	96	335

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06-12-84

The Bradenton Herald, Sunday, February 19, 1984

PEOPLE

On their way

New Options provides direction for women seeking employment

"Now I'm setting goals. Can you believe that? I'd always just drifted along in life. I didn't know you could set goals."

NANCY KONESKO
Herald Staff Writer

THESE WOMEN ARE SO "UP" YOU CAN practically see them soaring above the crowd. Yesterday they were down, if not out, at loose ends with life. These are women with grown children who found themselves in need of jobs, but with few skills to help them find work.

Or so they thought.

Not so, said the instructors at "New Options," a two-week course offered free of charge at Manatee Area Vocational Technical Center. The course is designed for older women who more or less fit the category of "displaced homemaker." Though divorce, illness or death of the family breadwinner, they must enter the work force, often after many years or sometimes for the first time.

The course helped them so much that this most recent "graduating" class contacted The Bradenton Herald to say it was time the paper did a story on New Options.

"I was so down the first day I came to class," said Gini Mofield. "I'd never joined anything and I didn't want to join this class, but I saw it advertised and I knew I needed some kind of help to turn my life around.

"Now I'm setting goals. Can you believe that? I'd always just drifted along in life. I didn't know you could set goals.

"Because of the class I know who I am and what I want to do with my life. I'm a gourmet cook and I'm going to do something with that skill. I'm researching the possibility of going into business for myself."

Jean Cutway is studying the feasibility of turning her home into a congregate center offering room, board and care to older people.

Said Cutway, "Because of ill health, we're in the process of trying to sell our business. I need a job, but all I've ever done outside of the business is clerk in a deli, or meat wrapper — that sort of thing."

Juliana Murphy hasn't as yet found a job, but she is feeling better about herself. "I worked through a lot of anger by attending the course," she said. "I had trained as a paralegal and then found that lawyers weren't hiring that many paralegals. So I went back to school and became a nursing assistant, only to find there aren't that many jobs for nursing assistants.

"I almost didn't come to New Options. I figured, what was the use? By coming here I found out I'm not the only one with trouble or disappointments. I found that here, there were a lot of people who care — the instructors, the other women in the class.

"More importantly, I found out that I care."

A FRIEND OF A FRIEND TOLD LAURA Rickerson about the course. "That's called pyramiding," she said. "If you need something you start asking friends about it, and they ask their friends and that's how you make contacts or find what you need."

Rickerson and her husband moved here a year ago to look after her husband's parents. Then her mother-in-law died, her father-in-law became sicker and her husband became ill.

Gini Mofield

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"I felt as though the bottom had fallen out of my life," she said. "I was really depressed and had gained weight and just wasn't feeling very good about myself or my life. I was sleeping in every day, and I was thinking that here I was 45 years old and what have I done with my life?

"Then I got here and Margot Joynes and Diane Vickers are so up, so positive. I don't mean that New Options deals with your head, it doesn't. But the course gives you ways to find out who you are and what you want out of life. I remember Margot telling me, 'Don't look back unless you want to go there.'

"I can't believe the changes I've made in my life already. I've lost weight, I'm up every morning at 5 and exercising. The best part is seeing how my change of attitude affects my family. I'm more cheerful so they're more cheerful."

DONNA SOBOLEWSKI HAD GROWN BORED with her life. She had been a hospital nurse years ago, but now her children were older and she was bored at home. Still, she lacked confidence to start job hunting, especially since she didn't want to return to a hospital setting.

"The course was fun and taught me how to handle things better," she said. "One of the things I really like are the information interviews. That's where you make an appointment to learn more about the company by talking with someone like the manager. Business people really enjoy talking about their company, and its a good way to find out if you'd like to work there and what kind of job you might apply for."

She's taking some classes at Manatee Junior College to help decide career goals. "I expect to return to something related to nursing, but not in the hospital setting," she explained.

Dolly Mensch was an elementary school teacher for 33 years, and because her husband was a military man who was often transferred to new locations, she worked in many different schools.

"I quit teaching because I was burned out on it," she said. "I want to do something different with my life, and not just to have something to do. I don't have a husband to keep me, and my pension is small. I really need a job. But when I went to look for work, I didn't find it. I had thought it would be easy — it had always been easy for me to get teaching jobs, and maybe I was spoiled.

Colleen Osinski

"When you're turned down every time you apply, it does something to your ego. New Options helped rebuild my confidence.

"I had done a lot of volunteer work in community theater, like Manatee Players, but I didn't realize the experience had any value. I just thought in terms of concrete things, like how many words an hour could you type.

"It hadn't occurred to me that in years of traveling around the country and working in volunteer groups I'd learned to work well with people, organize things, and fit in with a variety of people or situations. Now I think that I'd like to sell a product or an idea, or something where I could work with people."

LINDA BALDWIN HAD GONE THROUGH A BAD period with one death or tragedy heaped on top of another. "I'd been a military wife, too, and had lived all my married life in my husband's shadow. And, like a lot of women, I put my kids first. I could never put myself first for feeling guilty about it, and I resented it. When I came to New Horizons I was foundering and frustrated.

"We learned that it was OK to put ourselves first for a change. The other women had problems similar to mine, and we formed a strong support group. The workshop broadens you and makes you take a new look at everything.

"My husband says he can see the changes in me — I'm so much happier and more confident than I was. He says it's too bad there isn't a course like this for men. He wouldn't mind taking it."

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Senate Panel Hears Plight Of Displaced Homemakers

By DON MEIKLEJOHN
Herald-Tribune
Washington Correspondent

WASHINGTON – One was a tall, blonde Alabama woman, who almost cried.

One was a sturdy, black Washington, D.C., woman, who spoke confidently of reaching the goals that once were but dreams.

A third was a short Florida woman with dark curly hair, who said she someday hopes to counsel women like herself.

But, despite physical and geographical differences, the three women shared a common experience, one shared by more than 4 million women nationwide and perhaps as many as a half-million in Florida alone.

As a national phenomenon, they do not yet have a universally accepted name.

They are, in the latest round of studies, known as "Displaced Homemakers" or "Women In Transition."

That means they are divorced, widowed or abandoned, often without up-to-date job skills and with doubts about their self-worth. Based on testimony, sometimes interrupted by tears, before the U.S. Senate Labor and Human Resources Committee Tuesday, it is often a lonely and bitter experience, one that sometimes raises the possibility of suicide as the ultimate solution.

Two Florida women were among those testifying and a third, who has been instrumental in bringing the problem to the attention of Florida officials, was recognized for her work.

U.S. Sen. Paula Hawkins, R-Winter Park, a member of the committee, recognized Martha Franklin, Lakeland, as an "acknowledged authority on this subject in Florida."

Testifying about their experiences were Margot Joynes, coordinator of the "New Options Center" in Bradenton, and Barbara Gascon, Bradenton, who was assisted by the New Options Center, in facing what she called the "trauma of divorce," after already having been widowed twice.

She said "divorce had done more damage to my person than either of the deaths. In death there is a finality, a certain acceptance, and an amount of protection, both financially and emotionally."

With the help of the New Options Center, she now is working as a substitute schoolteacher and will, in January, begin classes to work toward a master's degree in guidance and counseling.

Once a certified teacher, Ms. Gascon said that she had "lost many of the skills needed for self-sufficiency."

She could only find work as a sewing instructor at $3.50 an hour. "This was unbelievable. I had a college degree and couldn't find a job that paid more than minimum wage."

In addition to the basic survival problems, she said women like herself also encounter such problems as finding "emotional security, day care for children, adequate housing and medical care."

She added, "displaced homemakers want and need to be able to feel some degree of self-sufficiency."

She said she not only experienced great anxiety, but also the feelings of "rejection, anger and depression."

The story was much the same, as told by two other women with very different backgrounds.

Margaret Keller, Enterprise, Ala., was the mother of three sons and a teenage daughter, and had been divorced for 10 years when she became ill, basically from physical and emotional burnout from a sales job.

"The only thing that kept running through my mind was suicide," she said, fighting back tears. "It became my constant companion, day and many sleepless nights."

She got help from a program at Enterprise State Junior College, where she enrolled as a full-time student. She also is working as a part-time employee at a new discount department store in Enterprise.

At 51, she now has a goal of graduating from college in management. "It's rough going sometimes, but I don't get discouraged because I have set a goal," she said.

Janita Edmonds, Washington, D.C., said she was divorced with four children and with "dreams of owning a home and sending my children to college," dreams she thought would always be just a dream.

But with the help and training of Wider Opportunities for Women, in Washington, she was retrained and got a job as a "press person" at the Washington Post.

Sen. Paula Hawkins
... lauds area woman

Although the job has "really hard hours – 9:30 p.m. to 5:30 a.m. – she said she tries to meet with other women who face similar problems. "It helps women to hear from people who have been there," she said.

U.S. Sen. Orrin Hatch, chairman of the Senate Labor and Human Resources Committee, said he will conduct oversight hearings soon on how programs for displaced homemakers are being implemented.

Based on Tuesday's testimony, he said one of the key areas will be to determine whether such programs should be mandated instead of being permissive under federal labor laws. Mrs. Franklin, who spearheaded a study of the problem first in Polk County and later across Florida, under the auspices of the Florida League of Women Voters, said she hopes the federal government will provide a "stipend" for women while they are in training.

NEW OPTIONS CENTER STATISTICAL DATA July - August 1984

CLIENT SERVICE RECORD	TOTAL
1 Information and Referral	77
2 Individual Client Counseling	33N 44R
3 Life-Work Planning/Employability Workshop	3
4 Enrolled in Training	5
5 Employed/Placed	5
6 Continuing Clients	
7 NEW Unduplicated Individuals	33
CLIENT NEED AREAS*	
1 Job Knowledge/Employability Skills	22
2 Training/Education	4
3 Social Services/Support Services	26
4 Financial Aid/Grants, Scholarships	4
5 Legal and/or Medical	5
REFERRALS MADE	
1 Manatee Area Vo-Tech Center	3
2 Adult High School/GED	2
3 Evening MAVTC Classes	0
4 Manatee Junior College	3
5 Job Service of Florida	8
6 Federal JTPA	1
7 FLA Dept Health & Rehabilitative Services	2
8 Health Services (to include Mental Health)	1
9 Legal Services	4
10 Employers	21

* To include information and/or counseling

Prepared by M. Joynes and D. Vickers Date 09/84